



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: October 21, 2016

Date of Meeting: October 27, 2016

Submitted by: Public Works Director Kyle Fox

Department: Public Works

Time Required: 20 minutes

Speakers: Kyle Fox

Background Info. Supplied: Yes: ☒ No: ☐

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment: ☐

Recognition/Resignation/
Retirement: ☐

Public Hearing: ☐

Old Business: ☒

New Business: ☐

Consent Agenda: ☐

Nonpublic: ☐

Other: ☐

TITLE OF ITEM

Highway Garage Update

DESCRIPTION OF ITEM

Town Council to receive an update on the next steps for the Highway Garage

REFERENCE (IF KNOWN)

RSA:

Warrant Article:

Charter Article:

Town Meeting:

Other:

N/A

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector: ☐

Grant Requirements: ☐

Easel: ☐

Joint Meeting: ☐

Special Seating: ☐

Other: ☐

Laptop: ☐

None: ☐

CONTACT INFORMATION

Name: **Kyle Fox**

Address: **6 Baboosic Lake Road**

Phone Number: **424-5137**

Email Address: **kfox@merrimacknh.gov**

APPROVAL

Town Manager: Yes ☒ No: ☐ Chair/Vice Chair: Yes ☒ No: ☐

Hold for Meeting Date: _____



TOWN OF MERRIMACK INTER-DEPARTMENT COMMUNICATION

DATE: October 21, 2016

AT (OFFICE): Department of Public Works

FROM: Kyle Fox *KF*
Director of Public Works

SUBJECT: Highway Garage Update

TO: Eileen Cabanel
Town Manager

Public Works and Finance are in discussion with the Turner Group Inc. (Turner) to develop a plan to move the highway garage project forward to the next step. Turner has developed a proposal of services that would utilize the concept/space needs study that was developed in 2013 by HKT Architects Inc. to develop a complete set of schematic design documents, outline of specifications, and opinion of project cost. Turner would deliver the design and specifications by the end of December, allowing for discussion in public meetings during the budget process. The work outlined in the Turner proposal would be paid for with funds dedicated to the project in the FY16 budget.

The Turner Group is a professional team of Architects, Engineers, and Building Scientists serving business, industry, and government. They are nationally recognized for award-winning environmental building designs and as an industry leader in promoting healthy buildings, sustainable design, and enhanced learning environments. Turner is in the process of completing two local projects with similarities to the needs of our highway garage:

- Maintenance Facility for NHDOT in Derry
- Maintenance/Distribution Facility for Pennichuck Water Works in Merrimack

We look forward to continuing the progress that was made on the necessary upgrade/replacement of the Public Works Highway garage. I believe that the Turner Group is the right partner to help us to accomplish our needs and goals.

Should you have any questions please let me know.

Attachments: Turner Group Proposal, 10/17/16
Turner Group Info Sheet for Derry Maintenance Facility
Turner Group Info Sheet for PWW Facility

CC: Paul Micali, Finance Director/Assistant Town Manager
File

The H.L. Turner Group Inc.

27 Locke Road Concord, NH 03301 t: 603.228.1122 hltturner.com

October 17, 2016

Mr. Kyle Fox, Director
Town of Merrimack Public Works
6 Baboosic Lake Road
Merrimack, NH 03054

SENT VIA E-MAIL

**SUBJECT: Proposal for Professional Architectural and Engineering Services
Merrimack Department of Public Works Maintenance Garage
Schematic and Conceptual Design**

Dear Mr. Fox:

Per your request, we are pleased to offer this proposal to provide professional architectural and engineering services for the schematic and conceptual designs of a new maintenance garage for the Department of Public Works in Merrimack.

SCOPE OF SERVICES

The goal of the project is to complete a set of conceptual and schematic designs (to approximately 35%) and an opinion of cost so that the Town could place the project on the warrant article for a vote in the spring by the Town in 2017.

The steps to complete the project are proposed to include the following;

1. We will review the space planning information gathered during the previous design. Once we have completed the review, we will meet with DPW and Town representatives to review our findings and to gain a better understanding of each groups space needs, any required adjacencies, and any other issues or items that will be critical to be included in the space program.
2. We will provide up to three (3) sketch site and floor plans during conceptual design with various layouts for each use group for discussion. Each of the plans will include the name of the space, approximate square footage as well as any special requirements.
3. Once an agreement has been reached on the conceptual design, we will complete a set of schematic design documents and outline specifications. The design will be approximately 35% complete. We will also complete an opinion of cost for the project.
4. Work with the Town to develop a plan for reuse of the existing DPW garage.
5. Assist the town with meetings and public presentations to help the Town residents and boards gain an understanding of the project.

CONCEPTUAL and SCHEMATIC DESIGN

PROJECT KICK-OFF:

We will review the space planning information gathered during the previous project. Once we have completed our review, we will have a meeting with representatives of the Town of Merrimack and HL Turner staff to review DPW facility needs and requirements. We will review the matrix of standards for similar spaces, requested space, and future growth. We will also review the relationships and requirements of adjacent resources and the equipment required for those areas. This form will be an important tool used during the design of the new facility. We will also need to gain an understanding of the operation of the facility and its staff.

CONCEPTUAL BUILDING AND SITE PLAN(S)

We will develop preliminary building and site plan options for review by Town of Merrimack. The site plan(s) will show the building, (proposed and future expansion) as well as the proposed traffic flow and methods for dealing with site design items such as drainage and storm water. Building plans will include building elevations, building sections, and floor plans that will show all the interior spaces as well as options for future expansion.

Options will be provide for review and comment by the Town. Once a final conceptual plan is agreed upon, we will move to the schematic design phase.

SCHEMATIC DESIGN

Based on the conceptual design and any new feedback from the team, The Turner Group will develop a set of schematic drawings (35% of Final Design) and outline specifications for the project. These drawings will include, but not be limited to: Preliminary code review, schematic floor plans, elevations, sections, site plan, schematic design of building systems, building materials, and 3D views. In addition to the drawings, HL Turner will provide a written outline scope for each of the disciplines and the work that will be included in the project. HL Turner will provide all information and recommendations in a final schematic design report and presentation to the Town of Merrimack project team. We will also provide recommendations regarding mechanical and electrical systems for the different types of spaces.

Based on the conceptual design and schematic drawings we will develop an opinion of cost of the project at this time. The opinion of cost includes the construction of the building as well as all other ancillary costs (soft costs).

We will also work with the Town to determine possible uses for the existing DPW garage. We will provide opinions of cost for any upgrades/renovations to the existing building.

HL Turner will attend meetings with Town Boards or community forums to assist the Town to gain an understanding of the project and answer any questions that may arise.

Our services for this project will be provided in accordance with the attached "Standard Conditions for Engagement" dated January 1, 2016.



FEE

We propose to provide the above scope for a Lump Sum Price as listed below by task. Invoices will be submitted monthly as a percentage of the completed work.

Schematic Design	\$ 27,820
Conceptual Design	<u>\$ 22,240</u>
TOTAL	\$ 50,060

Any additional work which may be required beyond the scope of this proposal will be performed on a negotiated basis in accordance with the attached "Standard Fee Schedule and Payment Terms" dated January 1, 2015.

SCHEDULE

We proposed to begin the project (programming meetings) within five days of receiving the authorization to proceed. We will work diligently to complete the steps outlined above so that the opinion of cost for the project is finalized by December 15, 2016.

MEETINGS

We will conduct meetings during design and public review meetings as required to ensure a successful project.

ITEMS NOT INCLUDED

- A. Fees for submissions, applications, permits, etc. to regulatory agencies.
- B. Any item not specifically identified in this proposal.
- C. Final plans and specifications for the project.

CLIENT RESPONSIBILITIES

- 1. To provide one point of contact as the Owner's Project Manager for the implementation of this project.
- 2. Perform project management and interaction between the Owner and the design team.
- 3. Make timely decisions during the design process in order to keep the project on schedule.
- 4. Provide access to the site and/or building as needed.
- 5. Provide project drawings for the existing building and site.
- 6. Geotechnical Investigation.
- 7. Hazardous Material Identification.
- 8. Property (Boundary and Topographic Survey)

CONTRACT FORM

Please sign and return these originals as your acceptance of the above scope and terms, including noted attachments, and your authorization to proceed. Please also provide a purchase order or equivalent accounting number, if applicable, at the end of this letter in order to allow us to proceed.

In the event the Client issues a purchase order or other instrument related to the Consultant's Services, it is understood and agreed to that such document is of the Client's internal accounting purpose only, and shall in no way modify, add to, or delete any of the terms and conditions of the agreement. If the Client does issue a purchase order or other similar instrument, it is understood and agreed to that the Consultant shall indicate the purchase order number on the invoices sent to the Client.

We appreciate the opportunity to present this proposal, and look forward to assisting the Town of Merrimack with this project.

Sincerely,

THE H.L. TURNER GROUP INC.



William D. Hickey
Senior Vice President

WDH/hdw

Accepted by:

Town of Merrimack

Date: _____

By (Signature): _____

Title: _____

Purchase Order No. (if applicable): _____



LONG-TERM DEBT PRINCIPAL AND INTEREST PAYMENT SCHEDULES

\$4,075,000 2002 Greens Pond Land Acquisition Bonds

4.08% Interest

Year Ending	Principal	Interest	Interest	
<u>June 30</u>	<u>August 15</u>	<u>August 15</u>	<u>February 15</u>	<u>Total</u>
2017	270,000.00	1,866.00	6,075.00	277,941.00
2018	270,000.00	-	-	270,000.00
	<u>540,000.00</u>	<u>1,866.00</u>	<u>6,075.00</u>	<u>547,941.00</u>

\$1,708,000 2007 Drainage Bond

4.47% Interest

Year Ending	Principal	Interest	Interest	
<u>June 30</u>	<u>August 15</u>	<u>August 15</u>	<u>February 15</u>	<u>Total</u>
2017	115,000.00	22,700.00	19,825.00	157,525.00
2018	120,000.00	19,825.00	16,825.00	156,650.00
2019	125,000.00	16,825.00	13,700.00	155,525.00
2020	130,000.00	13,700.00	10,450.00	154,150.00
2021	140,000.00	10,450.00	7,125.00	157,575.00
2022	145,000.00	7,125.00	3,681.25	155,806.25
2023	155,000.00	3,681.25	0.00	158,681.25
	<u>930,000.00</u>	<u>94,306.25</u>	<u>71,606.25</u>	<u>1,095,912.50</u>

LONG-TERM DEBT PRINCIPAL AND INTEREST PAYMENT SCHEDULES

TOTAL DEBT SERVICE

Year Ending				
June 30		Principal	Interest	Total
2017		385,000.00	50,466.00	435,466.00
2018		390,000.00	36,650.00	426,650.00
2019		125,000.00	30,525.00	155,525.00
2020		130,000.00	24,150.00	154,150.00
2021		140,000.00	17,575.00	157,575.00
2022		145,000.00	10,806.25	155,806.25
2023		155,000.00	3,681.25	158,681.25
		<u>1,470,000.00</u>	<u>173,853.50</u>	<u>1,643,853.50</u>

Annual Debt Service

